

Class Code 5601/Nonexempt
Position Title Team Leader
Working Area Parks & Recreation
Effective Date March 21, 2003



JOB DESCRIPTION

Scope

Supervisory work in the planning, promoting, supervising, and implementation of activities at one of the County's parks.

Essential Functions

Note: These are intended only as illustrations of the various types of work performed. The omission of specific duties does not exclude them from the position if the work is a logical assignment to the position.

Plan, schedule, promote, and implement a variety of local, regional and national recreational activities and events such as; tennis programs, various athletic leagues, clinics, special events, special programs, tournaments, soccer programs, and other recreational programs as may be required. Orient, train, and supervise employees assigned to a County Park to execute day to day operations and assignments. Initiate and/or effectively recommend to the Division Manager for final approval by the Department Director for hiring, terminations, performance evaluations, disciplinary, and/or commendatory actions for assigned personnel. Plan and prepare a complete operating budget including inventory, for various recreational programs and facilities. Maintain records on daily recreational revenue collections. Provide comprehensive budget input for assigned area. Coordinate maintenance staff for assigned park to maintain park grounds and athletic facility setup. Monitor recreation facility use by collecting and analyzing user data and preparing periodic reports. Coordinates and monitors concession operations. Coordinate and recruit tournament directors and assistants, game officials, scorekeepers, field supervisors, tennis instructors, and court monitors/referees as required by the Parks and Recreation Division for athletic tournament and providing various recreational lessons and programs. Develop and maintain complete activity records such as league statistical records, attendance records, revenue records, and other reports and records as necessary. Oversee the opening, closing and provision of park security and maintenance at one of the County's Parks. Perform other duties as assigned or as may be necessary.

Minimum Qualifications

Knowledge and Skills

Knowledge of the basic philosophy, techniques, and methodology of organizing groups in a recreational setting. Knowledge of league activities and team sports. Demonstrate the ability to supervise personnel in an effective manner. Must have the ability to communicate effectively both orally and in writing. Must have the ability to handle the public in an efficient and courteous manner. Must possess and maintain a valid Florida Driver's License.

Education

Bachelor's Degree in Recreation, Physical Education or a closely related field (a closely related field is defined as Y.M.C.A. Director, Athletic Director, Boys & Girls Club Director, or teacher with coaching experience). A comparable amount of education, training, or experience may be substituted for the minimum qualifications.

Working Conditions

The work environment for this position is generally an office setting with some fieldwork. Most duties are performed while sitting at a desk, table or workstation. This position has regular exposure to radiant and electrical energy found in an office environment. Duties performed outside the office may require prolonged standing or walking.